

Special Notices

Addenda

Additional Bidder Responsibility Evaluation Criteria

Division of Highways Manual Order Form

Electronic Plans and Proposals

IDOT Proposals Authorization to Bid Requests

Joint Ventures

NCHRP 350

Subcontractor's Registration

Web Site

SPECIAL NOTICE

ADDENDA

It is the contractor's responsibility to determine which, if any, addenda pertains to any project they may be bidding. Failure to incorporate all relevant addenda may cause the bid to be declared unacceptable. With the implementation of only electronic Plans and Proposals the Department will not send addendums to individual plan holders.

Each addendum will be placed with the electronic Plan and/or Proposal on the CD-ROM set until the letting set is complete. Any addendums after the final CD-ROM will be posted on the internet. Addendums will also be placed on the Addendum/Revision Checksheet. The subscription service will notify subscribers via e-mail of each addendum/revision issued.

The Internet is the Department's primary way of doing business. The subscription service e-mails are an added courtesy the Department provides. It is suggested that bidders check IDOT's web site Doing Business/Letting & Bidding Information page (<http://www.dot.il.gov/desenv/delett.html>) before submitting final bid information.

IDOT is not responsible for any e-mail related failures.

Questions may be directed to the Contracts Office at (217)-782-7806 or D&Econtracts@dot.il.gov.

Technical questions may be directed to Roseanne Nance at (217)-785-5875 or nancer@dot.il.gov

SPECIAL NOTICE

ADDITIONAL BIDDER RESPONSIBILITY EVALUATION CRITERIA

Some projects let by the Department contain a Special Provision titled ADDITIONAL BIDDER RESPONSIBILITY EVALUATION CRITERIA. This Special Provision requires the bidder to submit a work plan, disclosure of any labor action and a complete description of the control, supply and delivery of key materials.

**FAILURE TO SUBMIT THE WORK PLAN WITH THE BID SHALL BE CAUSE TO
DECLARE THE SUBMITTED BID NOT RESPONSIVE.**

On past Lettings bidders have not complied with this Special Provision causing their bids to not be read. It is imperative that bidders pay attention, and comply with this and all Provisions of the contract.

Questions regarding the application of this Special Provision may be directed to Jim Duncan at 217-782-7806 or Duncanjr@dot.il.gov.

SPECIAL NOTICE

ELECTRONIC PROPOSALS & PLANS

For the April 23, 2004 Letting the Department will be offering Proposals and Plans in three (3) forms.

1. Paper, at a cost of \$35.00 per set.
2. Downloaded from the IDOT's web site Doing Business/Letting & Bidding Information page (<http://www.dot.il.gov/desenv/delett.html>) at no cost.
3. CD-ROM at a cost of \$35.00 per letting set (letting set = all Proposals & Plans pertaining to a specific Letting).

To order paper copies one must submit a Request for Proposal Forms and Plans & Request for Authorization to Bid (Form BDE 124).

To order the CD-ROM one must submit a Request for Proposal Forms and Plans & Request for Authorization to Bid (Form BDE 124) or Request for Authorization to Bid/or Not For Bid Status (Form BDE 124INT).

Firms wishing to bid directly to the Department **MUST** Request Authorization to Bid (Form BDE 124 or BDE 124INT). Prospective bidders **MUST** also submit an Affidavit of Availability (Form BC 57).

Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the Department as to status. This is critical in the week before the Letting. These documents must be received by three (3) days before the Letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217-782-3413.

Firms downloading Proposals and/or Plans that do not wish to bid directly to the Department will not be placed on the Not For Bid list unless they request to be added to the list. Such requests shall be made by submitting a Request for Authorization to Bid/or Not For Bid Status form (BDE 124INT).

The Contracts office will now accept these forms via e-mail. Forms can be e-mailed to D&EContracts@dot.il.gov. Forms can still be submitted via fax at 217-785-1141.

Beginning with the May 7, 2004 Notice of Letting Bulletin for the June 2004 Letting, plans and proposals will be available on the Department's web site or on CD-ROM **ONLY**. It is strongly recommended that firms utilize the web site and/or CD-ROM for the April Letting. This will assist in determining if any system optimizations are needed and/or if it is more feasible to outsource the printing for your firm before paper copies are no longer available.

Any questions may be directed to the Contracts office at 217-782-7806 or D&EContracts@dot.il.gov.

Technical assistance may be directed to Roseanne Nance at 217-785-5875 or nancer@dot.il.gov.

ILLINOIS DEPARTMENT OF TRANSPORTATION / DIVISION OF HIGHWAYS – MANUAL SALES (01/01/2003)

ID	Bureau / Manual Name	Unit Cost	Quantity	Total Price
	Bureau of Bridges & Structures			
043	Publications included on 043 (CD ONLY)	\$50.00		\$
	001 Bridge Manual (English)			
	029 Bridge Manual (Metric)			
	036 Culvert Manual (English)			
	037 Culvert Manual (Metric)			
	003 Prestressed Manual (English)			
	030 Prestressed Manual (Metric)			
	038 Sign Structure Manual (English/Metric)			
	005 Standard Plans V1 (English)			
	031 Standard Plans V1 (Metric)			
	032 Structural Services Manual			
007	CADD Manual for Bridges (English)	\$50.00		\$
027	CADD Manual for Bridges (Metric)	\$50.00		\$
008	Drainage Manual	\$90.00		\$
	Bureau of Construction			
045	Construction Manual (CD ONLY)	\$50.00		\$
	Bureau of Design & Environment			
041	Design & Environment Manual (CD ONLY)	\$50.00		\$
033	Highway Standards Manual	\$60.00		\$
040	Standard Specs for Road & Bridge Const. (1997 Edition – Purple) w/Supplemental	\$30.00		\$
050	Standard Specs for Road & Bridge Const. (2002 Edition – Red) w/Supplemental	\$30.00		\$
	Bureau of Land Acquisition			
044	Policies & Procedures & Exhibits (CD ONLY)	\$50.00		\$
	Bureau of Local Roads & Streets			
020	Administrative Policy	\$30.00		\$
021	Federal Aid Procedures for Local Improve.	\$30.00		\$
022	Road, Bridge & Other Related Laws of IL	\$ 7.00		\$
	Bureau of Operations			
024	IL Standard Highway Sign	\$25.00		\$
025	IL Supplement to the MUTCD	\$ 5.00		\$
023	Policy & Procedures (Traffic)	\$30.00		\$
	Bureau of Materials & Physical Research			
039	Geotechnical Manual	\$50.00		\$
034	Manual of Test Procedures for Materials	\$50.00		\$
Total Remittance Due (includes shipping & handling)				\$

NO COD ORDERS / DO NOT SEND CASH

Manual Sales Office – Information:

Phone: (217) 785-8971

Office Hours: 8:00 am-Noon/1:30 pm-4:30 pm

To place your order:

Complete the order form to the left

Fill in your company's information below

(Please type or print legibly)

Company Name:

Street Address (P. O. Box not acceptable)

City, State, Zip

Attention:

()

Daytime Phone

E-Mail Address (Mandatory for CD updates)

Make check or money order for total cost payable to (U.S. currency only):

State Treasurer of Illinois

Return this form and remittance to:

Illinois Department of Transportation
Manual Sales – Room 012
2300 South Dirksen Parkway
Springfield, IL 62764

SPECIAL NOTICE – NCHRP 350

(Sheet 1 of 2)

The Special Provisions for **TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL;** and **IMPACT ATTENUATOR** require the use of National Cooperative Highway Research Program (NCHRP) 350 accepted devices, and these devices must be approved by the Department.

The following devices are approved for use. Where an FHWA acceptance date is shown, only the item approved on that date is intended, subject to comments herein:

TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL (TANGENT)

Name	FHWA Acceptance Date (NCHRP 350) & Code	Comments
ET 2000 Plus	01/18/2000 CC-12G And 08/22/1995 CC-12C	Wood blockouts only. Wood post system only. Posts 1& 2 to use steel soil tubes (6'-6" or 6'-0") with wood posts. Posts 3-8 to use 4'-6" soil tubes with wood posts.) Soil plates not required.) – OR – Posts 3-8 may be 6' CRT Posts.
SKT	4/2/1997 CC-40	Wood blockouts only. Wood post system only. Posts 1& 2 to use steel soil tubes (6'-6" or 6'-0") with wood posts. Posts 3-8 to use 4'-6" soil tubes with wood posts.) Soil plates not required.) – OR – Posts 3-8 may be 6' CRT Posts.

TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL (FLARED)

Name	FHWA Acceptance Date (NCHRP 350) & Code	Comments
SRT 350	06/04/1999 CC-51A	Wood post system only.
FLEAT 350	06/01/2001 CC-46C	Wood post system only.
REGENT	05/28/1998 CC-48	

SPECIAL NOTICE – NCHRP 350

(Sheet 2 of 2)

The Impact Attenuator devices indicated by “X” may be used for the corresponding Pay Item(s).

	DEVICE NAME														
PAY ITEM	QUADGUARD	QUADGUARD ELITE	QUADGUARD LMC (1)	TRACC FAMILY	REACT 350	TAU-II FAMILY	SCI-100GM (1)	CAT 350	BRAKEMASTER 350	FLEAT MT	FITCH UNIVERSAL MODULE SYSTEM	ENERGITE III	BIG SANDY SAND BARRELS	QUADGUARD CZ	ABSORB 350
IMPACT ATTENUATORS															
(FULLY REDIRECTIVE, NARROW)	X	X	X	X	X	X	X								
(FULLY REDIRECTIVE, WIDE)	X	X	X	X	X	X									
(SEVERE USE, NARROW)		X	X		X										
(SEVERE USE WIDE)		X			X										
(PARTIALLY REDIRECTIVE)								X	X	X					
(NON-REDIRECTIVE)											X	X	X		
IMPACT ATTENUATORS, TEMPORARY															
(FULLY REDIRECTIVE, NARROW)		X	X	X	X	X	X							X	
(FULLY REDIRECTIVE, WIDE)		X	X	X	X										
(SEVERE USE, NARROW)		X	X		X										
(SEVERE USE WIDE)		X			X										
(NON-REDIRECTIVE)											X	X	X		X

Note (1) – This device is available only for Test Level 3. All other devices are available at either Test Level 2 or Test Level 3.

For more information, review the systems listed above at the following site:

http://safety.fhwa.dot.gov/fourthlevel/hardware/term_cush.htm

Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, <http://www.dot.il.gov/>. At the home page click on "Doing Business". The subcontractor registration form is listed under Contractor Services. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: COPPMD@dot.il.gov

SPECIAL NOTICE

WEB SITE ADDRESS

IDOT's web address has changed to www.dot.il.gov

IDOT's existing address is still active until further notice.

IDOT'S ELECTRONIC SUBSCRIPTION SERVICE

To receive construction contractor related publications and reports through the free subscription service, please follow the instructions to subscribe. The information will be automatically e-mailed to the subscriber on the publish date. The following publications and reports are currently available for subscription:

IDOT Contractor's Packet

Subscription listname: IDOTContractorsPacket

The IDOT Contractor's Packet will subscribe the requestor to all of the following publications and reports:

IDOT Addendum Checklist

The IDOT Addendum Checklist identifies all letting items that have been revised by addendum. The contractors should use this checklist to ensure they have incorporated into their plans and proposals all addenda that have been issued for each particular letting item. The checklist also identifies withdrawn and deleted items. The checklist is published regularly whenever addenda are processed.

IDOT Aeronautics Unit Price Tabulation of Bids

The Aeronautics Unit Price Tabulation of Bids is a listing of all unit price bids on awarded jobs for the letting, sorted by letting item. The listing identifies the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders. The listing is not published until jobs are awarded. Typically, Unit Price Tabulation of Bids listings begin to be published four to eight weeks after the letting, excluding the federal discretionary seeking projects placed on the March and August lettings. These may take several months before funds are secured and the projects awarded.

IDOT As Read Tabulation of Bids

The IDOT As Read Tabulation of Bids is a listing of bids as they were read at the bid opening. The bid amounts are not checked at the time this listing is produced. This listing also includes a page which identifies all letting items for which the as read low bid was, prior to a post letting review, within a reasonable approximation of the Engineer's estimate. The listing is usually published by 4:30 p.m. of the day of the letting.

IDOT Construction Contractor's Transportation Bulletin – Notice of Letting

The IDOT Construction Contractor's Transportation Bulletin – Notice of Letting is the official publication and invitation for construction bids by the Illinois Department of Transportation's Division of Highways, IDOT Division of Aeronautics and the Illinois Department of Natural Resources. The bulletin also contains information pertaining to pre-bid meetings, the DBE program and other current information. The bulletin will be published on the advertised publish date for each regularly scheduled letting. Special lettings will have applicable bulletins published at least 14 days prior to the letting on an as needed basis.

IDOT Corrected Tabulation of Bids

The IDOT Corrected Tabulation of Bids is a listing of all bids for the letting, sorted by letting item. All bids have been recalculated and checked before this listing is produced. The listing identifies the eligible bidders, the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders for the letting. The listing is usually published within 14 days after the letting.

IDOT Federal Wage Rates Listing

The IDOT Federal Wage Rates listing identifies the current federal wage rates to be used by contractors for preparing bids whenever the construction activities are federally participating. The federal wage rates will be published 10 days prior to the letting date.

IDOT For Bid List of Bidders

The IDOT For Bid List of Bidders is a compilation of all potential bidders who have been authorized to bid on each letting item for each letting. A separate list is compiled for each letting and the list is sorted by letting item. The list will be published several times with the last time being one day prior to the letting.

IDOT Letting Plans

The IDOT Letting Plans are available by contract number on CD-ROM and IDOT's Doing Business/Letting & Bidding Information page at:

<http://www.dot.il.gov/desenv/delett.html>

Plans will be distributed as they become available.

IDOT Letting Proposals (Specifications)

The IDOT Proposal is a booklet that contains the bidding package, schedule of prices, specifications and wage rate information for a selected job included on the letting. Some of these Proposals contain fold up (FUP) plans for the jobs. Although the Proposal contains all necessary information needed to bid, Authorization to Bid must be requested and received in order for a bid to the Department to be considered. Bids submitted without Authorization to Bid will **NOT** be considered.

IDOT Local Roads Contractors Bulletin

The Contractors Bulletin is a weekly publication advertising locally let and "material only, bids" for local agencies, counties, cities/villages, and road districts throughout the state. The bulletin is in three parts: (1) previous advertisements for two weeks, (2) new advertisements with a description of the job, the date and time of letting, description of the material needed for bidding and any other information, and (3) awarded projects identifying the successful bidder and the dollar amount.

IDOT News Flash from BDE

The IDOT News Flash is current information from the IDOT Bureau of Design and Environment which all contractors should read. Usually this information becomes available after the publishing of the IDOT Construction Contractor's Transportation Bulletin – Notice of Letting for a given letting but needs to be broadcast prior to the issuance of a subsequent IDOT Construction Contractors Bulletin-Notice of Letting. This information will be published on an as needed basis.

IDOT Not For Bid List of Bidders

The IDOT Not For Bid List of Bidders is a compilation of all parties who have requested plans and/or proposals. A separate list is compiled for each letting and the list is sorted by letting item. The list will be published several times.

IDOT Pay Item Report

The Pay Item Report is a listing of all pay items on a letting. For each pay item, the listing identifies the quantity, letting item number, contract number, county, IDOT district office and the unit of measure. The Pay Item Report will be published approximately four weeks prior to each regularly scheduled letting.

IDOT Pay Item Report with Awarded Prices

The Pay Item Report with Awarded Prices is a listing of all pay items on a letting. For each pay item, the listing identifies the quantity, letting item number, contract number, county, IDOT district office and the unit of measure. This report has an added column which is the awarded unit price of each item. The Pay Item Report with Awarded Prices will be published after the last item on the letting is awarded.

IDOT Unit Price Tabulation of Bids

The IDOT Unit Price Tabulation of Bids is a listing of all unit price bids on awarded jobs for the letting, sorted by letting item. Whereas the As Read Tabulation of Bids and the Corrected Tabulation of Bids provide the sum total amount bid for each letting item, the Unit Price Tabulation of Bids provides the break down of all bids per line item unit price, and it is only provided for awarded jobs. The listing identifies the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders. The listing is not published until jobs are awarded. Typically, Unit Price Tabulation of Bids listings begin to be published within three weeks after the letting and may continue for up to 60 days. Jobs through the Division of Aeronautics and the Department of Natural Resources are not included.

IDOT Weekly Transportation Procurement Bulletin

The Weekly Procurement Bulletin is a source for announcements to the public and the construction industry regarding special notices, invitations to bid that do not qualify for the letting process, sole source procurements, emergency purchases, change orders which exceed \$30,000 and publishing the important dates relative to each highway construction project. The bulletin will be published each Wednesday.

INSTRUCTIONS FOR SUBSCRIBING

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: listserv@lists.dot.il.gov
2. Type the letters 'sub', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**
For example: **sub IDOTContractorsPacket** **(Do Not Include Any Other Text)**
3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
6. Once the Department receives the OK, you will be added to the subscription list.

7. You will then receive a confirmation e-mail stating that you have been added to the list and automatically receive the publications and reports for which you have subscribed when they are published.

If you have any questions, please contact Roseanne Nance by phone at (217)785-5875 or by e-mail at nancer@dot.il.gov.

To subscribe to each item individually, please follow the above subscription instructions. Substitute the appropriate listname for each item to which you want to subscribe. **Please Note: There are no spaces in the listname and you must follow these steps for each list that you want to receive.**

- **IDOT Contractor's Packet**
Subscription listname: **IDOTContractorsPacket**
- **IDOT Addendum Checklist**
Subscription listname: **IDOTAddendumChecklist**
- **IDOT Aeronautics Unit Price Tabulation of Bids**
Subscription listname: **IDOTAeroUnitPriceTabulationofBid**
- **IDOT As Read Tabulation of Bids**
Subscription listname: **IDOTAsReadTabulationOfBids**
- **IDOT Construction Contractor's Transportation Bulletin – Notice of Letting**
Subscription listname: **IDOTBulletinNoticeOfLetting**
- **IDOT Corrected Tabulation of Bids**
Subscription listname: **IDOTCorrectedTabulationOfBids**
- **IDOT Federal Wage Rates Listing**
Subscription listname: **IDOTFederalWageRatesListing**
- **IDOT For Bid List of Bidders**
Subscription listname: **IDOTForBidListOfBidders**
- **IDOT Letting Plans**
Subscription listname: **IDOTLettingPlans**
- **IDOT Letting Proposals (Specifications)**
Subscription listname: **IDOTLettingProposals**
- **IDOT Local Roads Contractor Bulletin**
Subscription listname: **IDOTLocalRoadsContractorBulletin**
- **IDOT News Flash from BDE**
Subscription listname: **IDOTNewsFlashFromBDE**
- **IDOT Not For Bid List of Bidders**
Subscription listname: **IDOTNotForBidListOfBidders**

- **IDOT Pay Item Report**
Subscription listname: IDOTPayItemReport
- **IDOT Pay Item Report with Awarded Prices**
Subscription listname: IDOTPayItemAwarded
- **IDOT Unit Price Tabulation of Bids**
Subscription listname: IDOTUnitPriceTabulationOfBids
- **IDOT Weekly Transportation Procurement Bulletin**
Subscription listname: IDOTBulletinWeeklyProcurement

INSTRUCTIONS FOR UNSUBSCRIBING

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: listserv@lists.dot.il.gov
2. Type the letters 'signoff', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**
For example: **signoff IDOTContractorsPacket** (**Do Not Include Any Other Text**)
3. Send the message.
4. A confirmation e-mail will be sent to you removing you from the subscription list.

Please Note: You must follow these steps for each list that you no longer want to receive.

If you have any questions, please contact Roseanne Nance by phone at (217)785-5875 or by e-mail at nancer@dot.il.gov.

Getting Around IDOT's Homepage

IDOT'S Bureaus of Design and Environment and Construction have a significant presence on the department's website. The following information is available under the section entitled "**DOING BUSINESS**" at <http://www.dot.il.gov>

BUREAU OF CONSTRUCTION FORMS

BUREAU OF DESIGN & ENVIRONMENT BULLETINS

CONSULTANT'S PROFESSIONAL TRANSPORTATION BULLETIN & SCHEDULE
CONSTRUCTION TRANSPORTATION BULLETIN & SCHEDULE
CONTRACTORS BULLETIN NOTICE OF LETTING
TRANSPORTATION BULLETIN WEEKLY PROCUREMENT

BUREAU OF DESIGN & ENVIRONMENT FORMS

BUREAU OF DESIGN & ENVIRONMENT MANUALS

BUREAU OF DESIGN & ENVIRONMENT SUBSCRIPTION SERVICE

CONSTRUCTION GUIDES

AERONAUTICS SPECIFICATIONS/SPECIAL PROVISIONS
AIRPORT CONSTRUCTION DOCUMENTATION MANUAL
BUREAU OF LOCAL ROADS SPECIAL PROVISIONS
/CHECKSHEET/USAGE SHEET
CONSTRUCTION INSPECTOR'S CHECKLISTS
EQUAL EMPLOYMENT OPPORTUNITY OFFICERS
GUIDE BRIDGE SPECIAL PROVISIONS (GBSP)
SPECIFICATIONS/SPECIAL PROVISIONS/HIGHWAY STANDARDS
ICORS REPORT TOOLS
SCHEDULE OF AVERAGE ANNUAL EQUIPMENT OWNERSHIP EXPENSE
TSL DRAWINGS

CONTRACTOR FORMS FOR PREQUALIFICATION

CONTRACTOR SERVICES

APPLICATION FOR PRIME CONTRACTOR
CONTRACTOR'S MARKET PLACE
CONTRACTOR'S PAY ESTIMATES
GETTING PAID GUIDE
LIST OF PREQUALIFIED FIRMS
LIST OF REGISTERED SUBCONTRACTORS
RULES FOR PREQUALIFICATION OF CONTRACTORS AND ISSUANCE OF
PLANS AND PROPOSALS
PAY ITEM SUMMARY
SUBCONTRACTOR REGISTRATION FORM
SURETY COMPANY CONTRACT STATUS INFORMATION

LETTING & BIDDING INFORMATION

ADDENDUM CHECK LIST
"AS READ" TABULATION OF BIDS
CBID EXCEL FILES
CORRECTED TABULATION OF BIDS
ELECTRONIC PLANS AND PROPOSALS
FINAL BIDDERS LIST
FINAL FEDERAL WAGE RATE INFORMATION
FOR BID LIST
NOT FOR BID LIST
PAY ITEM REPORT
PAY ITEM REPORT WITH AWARDED PRICES
UNIT PRICE TABULATION OF BIDS
AERONAUTICS CBID EXCEL FILES & UNIT PRICE TABULATION OF BIDS

TRANSPORTATION BULLETIN FORMS

NOTICE TO ALL BIDDERS

TO REPORT BID RIGGING, BIDDER COLLUSION OR OTHER FRAUDULENT ACTIVITIES

The U.S. Department of Transportation (USDOT) maintains a Hotline Complaint Center and operates a toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, DBE fraud or other fraudulent activities should use the following hotline number or address to report such activities:

Hotline Number:

(202) 755-1855 or 800-424-9071

Hotline Address:

Office of Inspector General
P. O. Box 23178
L'Enfant Plaza Station
Washington, D.C. 20024-0178

The hotline is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of USDOT's Inspector General. All information will be treated confidentially and caller anonymity will be respected.

LETTING SCHEDULE FOR 2004 THROUGH 2005

Transportation Bulletin Date	Pre-Qualification "Cut Off" Date	Joint Venture "CutOff" Date	Bid Authorization "Cut Off" Date	Letting Date
03/19/04	04/02/04	04/16/04	04/20/04	04/23/04
05/07/04	05/21/04	06/04/04	06/08/04	06/11/04
06/25/04	07/09/04	07/23/04	07/27/04	07/30/04
08/13/04	08/27/04	09/10/04	09/14/04	09/17/04
10/01/04	10/15/04	10/29/04	11/03/04	11/05/04
12/10/04	01/03/05	01/14/05	01/18/05	01/21/05
02/04/05	02/18/05	03/04/05	03/08/05	03/11/05
03/25/05	04/08/05	04/22/05	04/26/05	04/29/05
05/13/05	05/27/05	06/10/05	06/14/05	06/17/05
07/01/05	07/15/05	07/29/05	08/02/05	08/05/05
08/19/05	09/02/05	09/16/05	09/20/05	09/23/05
10/14/05	10/28/05	11/14/05	11/15/05	11/18/05

Partnering

The Department encourages the establishment of a cooperative and productive partnership with the contractor, and through the contractor, with principal subcontractors and suppliers. This partnership will be structured to draw on the strengths of each organization to identify and achieve mutual objectives. It is anticipated that these objectives will include effective and efficient contract performance, and completion within budget, on schedule, and in accordance with plans and specifications. A safe working environment will always be a consideration.

The partnership will be bilateral in makeup and participation will be totally VOLUNTARY. Any costs associated with effectuating the partnership, whether informal or formal, will be agreed to by both parties and will be shared equally.

The District Engineer (DE) or the successful contractor can initiate an invitation to partner. Where there is an agreement to partner, the DE and the contractor will promptly arrange for a meeting between themselves and their respective staffs to develop a partnering agreement. The location and duration of the meeting will be established by agreement between the DE and the contractor.

If the DE and the contractor agree to develop the partnering agreement between themselves and their respective staffs, the partnering approach will be considered informal. Any costs associated with informal partnering will be paid by the contractor with the department reimbursing 50% of such costs as an item of extra work. If the department and the contractor mutually agree that a facilitator is needed to help develop the agreement and to aid in team building exercises, etc., the approach will be considered formal.

When formal partnering is the chosen option, the DE and the contractor will jointly select a facilitator and work together on an appropriate contract for services and fee structure. The contractor will pay for the services of the facilitator and meeting facilities, and be reimbursed for 50% of such costs as an item of extra work. The cost of partnering, whether informal or formal, will be considered a part of construction engineering.

A model partnering agreement is attached and may be used as a guide to aid in development of a project specific agreement.

The establishment of a partnership agreement on a project will not change the legal relationship of the partners to the contract nor relieve either partner from any of the terms of the contract.

MODEL PARTNERING AGREEMENT

Partnering Agreement for (Project)

The Illinois Department of Transportation and (Company) agree to work as a team dedicated to building a quality project in accordance with the contract. We are committed to both employee and public safety, protection of the environment, and minimizing inconvenience to the public.

COMMUNICATION OBJECTIVES

We intend to deal with each other in a fair, reasonable, trusting and professional manner. To accomplish this, we will:

- Have frequent, open and honest communication.
- Communicate as soon as possible on all issues.
- Make decisions at lowest possible level.
- Listen with understanding.
- Treat each other with mutual respect; resolve personal conflicts immediately.
- Keep all team members informed on project activities.
- Hold (daily/weekly) meetings to assure smooth project operations.
- Define response time needed to avoid project delays.
- When appropriate, establish and maintain relationship with the public and the news media.

PERFORMANCE OF OBJECTIVES

- Construct project within the intent of plans and specifications.
- Promote highest quality workmanship.
- Utilize cost reduction incentive proposals.
- Handle necessary work changes expeditiously.
- Meet environmental commitments.
- Provide safe passage of the public through the project.
- Promote positive public relations.
- Provide a safe, enjoyable work environment.
- Construct and administer the contract so that all parties are treated fairly.
- Finish project on time, within budget, and with a fair profit for the contractor.
- Complete the project without unresolved disputes.
- Final paperwork to district office within ____ days of completion of work on contract.

CONFLICT RESOLUTION SYSTEM

All issues which arise on the project will be resolved quickly to avoid any delay of work. Every effort will be made to resolve issues at the level at which they originate. Timeliness of decisions is essential. If agreement cannot be reached at the originating level, issues will be promptly elevated through the chain of command for resolution. The Illinois Department of Transportation and (Company) agree to the following organizational/time structure for issue resolution:

Step 1	Foreman/Inspector	(Time)
Step 2	Project Foreman/Superintendent/Resident Engineer	(Time)
Step 3	Project Manager/Field Engineer/Construction Engineer	(Time)
Step 4	Project Mgr./Company Principal/District Office/Mgmt. Officials	(Time)
Step 5	Company Principal/Central Office/Management Officials	(Time)

We, the undersigned, agree to make a good faith effort to undertake and implement the above as applicable to each of us.

General Contractor Personnel

Subcontractors_____

Department Personnel

Subcontractors_____

NOTE: The mission statement and objectives of the stakeholders from the Partnering Agreement. The Agreement for each project, therefore, will be unique to that project. The agreement may be a simple statement about communication and cooperation in all matters affecting the project and resolution of conflicts at the lowest level. The model provides an idea of objectives which might be included in an agreement. Desirably, all partnering agreements should include a system for the stakeholders to regularly evaluate performance in terms of the project goals.

Special Notice Regarding IDOT Proposals, Authorization To Bid & Requests For Plans & Proposals

ABOUT IDOT PROPOSALS

All proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a Proposal Signature Sheet and a Proposal Bid Bond required for Prime Contractors to submit a bid after written AUTHORIZATION TO BID has been issued by IDOT's Central Bureau of Construction.

ABOUT AUTHORIZATION TO BID

WHO CAN BID?: Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT's Central Bureau of Construction. To request authorization, a potential bidder must complete and submit Part B of the Request for Proposal Forms and Plans & Request for Authorization to Bid form (BDE 124).

WHAT CONSTITUTES AUTHORIZATION TO BID?: When a prospective prime bidder submits a "Request for Proposal Forms and Plans" he/she must indicate at that time which items are being requested for Bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form**, approved by the Central Bureau of Construction, that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

FIRMS UNSURE AS TO AUTHORIZATION STATUS? Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/785-4927.

ABOUT REQUESTS FOR PLANS & PROPOSALS

The request form used for ordering plans and proposals, Form BDE 124 (Revised 1/2004), has been designed to provide better communication between requesters and IDOT personnel who are responsible for processing plan and proposal orders. If requesters follow the instructions printed on the reverse side of the form, it will help save time, eliminate errors and expedite the processing of requests.

Requests for plans and proposals will not be honored unless submitted on the proper form, a copy of which is included in this issue of the Transportation Bulletin.

Notice

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART B OF FORM BDE 124** and THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION

SPECIAL NOTICE REGARDING JOINT VENTURES

On July 29, 1997, the Illinois Department of Transportation adopted amended administrative rules governing "Prequalification of Contractors & Issuance of Plans & Proposals". Pursuant to those rules, procedures for analysis and Authorization to Bid on for joint ventures on state lettings will henceforth be as follows:

- 1) Prequalified contractors may combine their available bidding capacity and request Authorization to Bid for a single contract to bid as a joint venture after department approval.
- 2) Each request for approval of a joint venture shall be indicated by the filing of a Certificate of Joint Venture for each contract for which approval is sought. It identifies the managing party and indicates the conditions under which the joint venture exists. The joint venture agreement shall be available to the Department for inspection. Each joint venture party shall also submit an Affidavit of Availability. The original Certificate of Affidavits must be received no later than 4:30 p.m. prevailing time seven days prior to the scheduled date of the letting for which Authorization to Bid is sought.
- 3) Very large and complex projects may be designated as being eligible for "unrestricted joint venturing", and will be clearly denoted as such in the Transportation Bulletin. These projects will not be subject to restrictions with respect to the number of parties or other joint ventures conditions, but will still be required to submit a Certificate of Joint Venture and individual affidavits by the aforementioned time and date before Authorization to Bid will be considered.
- 4) On projects estimated by the department at greater than \$1,000,000 and not designated for (unrestricted joint venturing), Joint Ventures shall have no more than three parties.
- 5) On projects estimated by the department at less than \$1,000,000 Joint Ventures shall have no more than three parties. One or more of the parties must have insufficient available individual prequalification ratings to be Authorized to Bid, unless one of the following conditions exist:
 - a) There is fifty-one percent or more common controlling ownership between the parties.
 - b) There common management between the firms where the officers, directors or general partners control the board of directors and/or management of each party.
- 6) Contractors with financial ratings are based upon unaudited financial statements will not be permitted to joint venture with each other to bid contracts which the department estimates at greater than \$500,000. However, such firms may be permitted to joint venture with firms who have a financial rating based upon an audited statement to bid on contracts the department estimates at greater than \$500,000.
- 7) If a party's work rating is limited by its maximum financial rating, the full value of the computed work rating will be used in analyzing the joint venture request. However, the combined maximum work rating in any category shall not exceed the combined financial ratings of the joint venture.

Copies of all required joint venture forms are attached to each Transportation Bulletin.

Please note that signed and notarized originals of all required joint venture forms mentioned above must be received by 4:30 p.m. prevailing time seven days prior to the scheduled letting date. These forms should be mailed to the following address:

Illinois Department of Transportation
Bureau of Construction
2300 S. Dirksen Parkway, Room 322
Springfield, Illinois 62764

Any questions should be directed to the Prequalification Engineer, at 217/782-3413.



Letting: _____

Item No.: _____

Joint Venture Name: _____

Managing Party: Firm #1 is the managing party and must be the first company named in the joint venture.

Firm #1/Managing Party

Firm #2

Firm #3

Name: _____

Name: _____

Name: _____

Address: _____

Address: _____

Address: _____

Indicate the circumstances which apply to the Joint Venture.

☐ The project is estimated at less than \$1,000,000 and the following conditions exist:

☐ 1. One or more of the firms do not have the required financial capacity.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
does not have sufficient available prequalification financial rating to perform the work.

☐ 2. One or more firms do not have the required work capacity.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
does not have sufficient available prequalification work ratings to perform fifty percent of the work.

☐ 3. There is fifty-one percent or more common controlling ownership between the firms.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
A statement indicating the relationship of the firms is attached.

☐ 4. The firms have common management.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
A statement indicating the nature of common management is attached.

☐ The project is estimated at greater than \$1,000,000 and has been designated for restricted joint venturing. Joint venture restricted to three firms.

☐ The project is estimated at greater than \$1,000,000 and has been designated for unrestricted joint venturing. Names of additional firms are attached.

I / We being duly sworn, do hereby declare this to be a true and correct statement.

Subscribed and sworn to before me this _____ day of _____ , _____ .
My commission expires _____ .

(Notary Public)

(Notary Seal)

Firm #1/Managing Party _____
Print Name Title

Signature (Proprietor, Partner, Officer or Director)

Subscribed and sworn to before me this _____ day of _____ , _____ .
My commission expires _____ .

(Notary Public)

(Notary Seal)

Firm #2 _____
Print Name Title

Signature (Proprietor, Partner, Officer or Director)

Subscribed and sworn to before me this _____ day of _____ , _____ .
My commission expires _____ .

(Notary Public)

(Notary Seal)

Firm #3 _____
Print Name Title

Signature (Proprietor, Partner, Officer or Director)

This form must be received by the Department at the following address no later than 4:30 pm prevailing time at least seven (7) days prior to the letting of interest.

Illinois Department of Transportation
Bureau of Construction
Room 322
2300 South Dirksen Parkway
Springfield, Illinois 62764